DEPARTMENT OF PROPERTY MANAGEMENT INTRA-DEPARTMENT WORK, SERVICE, OR REPAIR REQUEST

AGENCY REQUESTING WORK
EXACT LOCATION OF WORK
CONTACT PERSON WITHIN YOUR DEPARTMENT
PHONE NUMBER/EXTENSION
LIST WORK TO BE PERFORMED (BE SPECIFIC AS POSSIBLE)
PRIORITY WHICH YOU FEEL SHOULD BE ASSIGNED TO THIS WORK:
URGENTNEED AS SOON AS POSSIBLEWORKLOAD PERMITTING
DIRECTOR OR DEPUTY DIRECTOR
DEPARTMENT HEAD: WORK REQUEST MUST BE SIGNED BY DEPARTMENT HEADS OR DEPUTY. PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS. FORWARD ORIGINAL TO: DIRECTOR, DEPARTMENT OF PROPERTY MANAGEMENT, ROOM 2W03, CITY HALL. IF WORK IS NOT INITIATED IN A THREE (3) WEEK PERIOD, PLEASE SUBMIT A SECOND REQUEST AND INDICATE THIS ON YOUR REQUEST.
REQUEST: REQUESTING AGENCY'S REPRESENTATIVE DATE
PLEASE RETURN THIS FORM TO THE DEPARTMENT OF PROPERTY MANAGEMENT, ROOM 2W03, CITY HALL
(FOR OFFICE USE ONLY)
DIVISION: PUBLIC BUILDINGS ENGINEERING CUSTODIAL
(FOR OFFICE USE ONLY)
RECEIVED BY ASSIGNED DIVISION (DATE)
ASSIGNED TO:
DESCRIBE FULLY WHAT ACTION WAS TAKEN:
LIST ANY MATERIAL OR SUPPLIES, OR CONTRACTUAL SERVICES USED IN COMPLETING THIS WORK:
SIGN UPON COMPLETION OF WORK SUPERVISOR/FOREMAN
DATE:

oten station in alternati